

Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: All

Dept. Head/Contact Information: Police Department, Interim Deputy Chief, Paul Cross, (915) 564-7039

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

The principal purpose of revising the current job classes (Police Trainee, Police Officer, Police Detective, Police Sergeant, Police Lieutenant, Police Commander, Police Deputy Chief, and Police Assistant Chief) were to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. These revisions will also modernize the descriptions for all ranks to reflect the changes in strategy that now emphasize community policing and the organization of the department while more definitively summarizing aspects of the nature, scope and difficulty of the functional accountabilities that have been and continue to be inherent in each rank.

It was necessary to create a Certified Police Trainee job class in order to broaden the pool of applicants, entering the Police Academy, by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salay and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

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INFORMATION

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Police Lieutenant** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **7562**. The Grade shall be **P5**.

PASSED AND APPROVED this 7th day of July, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: June 24, 2004

By: Terry A. Bond
Secretary

Human Resources Department

MEMO

5A-I

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: Classification and Compensation Manager *CS*
Date: June 18, 2004
Subject: New and Revised Job Classes

Human Resources recommends Commission approval of these classification actions. The proposed revised and strike through job specifications describing the positions listed below are attached.

	<u>Status</u>	<u>Title</u>	<u>Code</u>	<u>Grade</u>
NEW JOB CLASS				
A.	<u>Proposed</u>	CERTIFIED POLICE TRAINEE	7540	GS 19
REVISED JOB CLASSES				
B.	<u>Official:</u> <u>Proposed</u>	Police Trainee Same	7541 Same	GS 16 Same
C.	<u>Official:</u> <u>Proposed</u>	Police Officer Same	7542 Same	P1-P3 Same
D.	<u>Official:</u> <u>Proposed</u>	Police Detective Same	7551 Same	P2 P2-P3
E.	<u>Official:</u> <u>Proposed</u>	Police Sergeant Same	7561 Same	P4 Same
F.	<u>Official:</u> <u>Proposed</u>	Police Lieutenant Same	7562 Same	P5 Same
G.	<u>Official:</u> <u>Proposed</u>	Police Captain POLICE COMMANDER	7563 Same	P6 Same
H.	<u>Official:</u> <u>Proposed</u>	Police Deputy Chief Same	7566 Same	P7 Same
I.	<u>Official:</u> <u>Proposed</u>	Police Assistant Chief Same	7567 Same	P8 Same

Addition and updating of the subject job specifications was requested by the City Administration and the Police Chief.

The primary purpose of creating the new job class (Item A.) is to broaden the pool of applicants entering the City of El Paso Police Department Academy by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). These certified individuals would only be required to complete the final component of the academy training curriculum that pertains to departmental indoctrination and that applies previously acquired fundamental knowledge, abilities and skills to specific local problems and conditions in accordance with approved law enforcement and community policing standards and procedures.

The principal purposes of revising the current job classes (Items B. through I., inclusive) were, first, to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. This included setting these applicant standards to be comparable to

Public Safety Branch
Police Group
Police Administration Series

POLICE LIEUTENANT

06/04 (JAS)

Public Safety Group

POLICE LIEUTENANT

Police Series

02/83

General Purpose CHARACTERISTICS OF THE CLASS:

Under general supervision and direction, perform second level supervisory functions as head of an assigned police section, or provide other professional individual contributor commissioned law enforcement services as required.

Typical Duties:

has responsibility to develop, coordinate and evaluate designated ongoing patrol, investigation or support by subordinate units commonly headed by Police Sergeants or other first level supervisors, or carry out delegated complex operational or administrative public safety project management functions. Involves: Plan, generally oversee and control the person and property protection, traffic regulation and safety, or other uniform activities/operations of the uniform division on an assigned shift; supervises the work of one of the a detective detail engaged in investigating and apprehending violators of crimes such as homicide, burglary and robbery, narcotic offenses, vice or vehicle theft, s of the detective division and supervises the work of the entire division of shift; supervises the Bureau of Identification and Records, or criminalistic, the Auxiliary or patrol support, airport detail, homeland security, special project and grants, or other public safety services Section or the Police Communications Office; and performs related work as required.

EXAMPLES OF DUTIES:

Directs and supervises the activities of the uniform division on an assigned shift; directs and supervises the activities of one of the detective divisions in investigating crimes and apprehending criminals in major crimes, such as homicide, burglary and theft, narcotic offenses, vice, auto theft, sServes as detective division executive lieutenant of the detective division; as assigned. Direct and review preparation of cases for court. Give testimony at trials and hearings. Establish rapport and confer with public groups and individuals in person and by telephone to listen to, identify and resolve law enforcement grievances or problems, and consult social service agencies and civic organizations to ascertain community public safety needs. Provide meets the public in person and by telephone, listens to their grievances, gives information and advises them on the City code and other laws when they in response to inquires; and interprets departmental rules, regulations and policies for employees and the public to employees. eCooperates with County, State, and Federal law enforcement agencies in the apprehending and detention of wanted persons or criminals, recovering of stolen property, and in all other matters of mutual interest. aAdvises and assists subordinate other police officers in law enforcement investigations, and personally participates in more difficult cases. Analyze and recommend acquisition of or improvements to equipment and facilities. Participate in evaluation and development of department programs, policies and procedures, and in preparation and administration of department budget affecting operations or services for which accountable; a ets for superior officers in their absence.

Perform, as qualified, expert uniformed Police Officer or Police Detective functions that includes modifying standard practices, adapting precedents and establishing validity of approached in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned supervisors, police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Appraise performance of immediate subordinates and review

evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated.. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Participate in administration by overseeing and reviewing or personally gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting section for which accountable, as requested. Direct or personally prepare and submit daily section activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Direct or personally maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

MINIMUM QUALIFICATIONS:

Training and Experience: Six years of experience as a commissioned police officer with the El Paso Police Department, including two years of service as a Sergeant.

Knowledge, Abilities and Skills:

- Considerable knowledge of the—modern law enforcement and crime prevention principles and methods.principles, practices and procedures.
- Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Considerable knowledge of City geography and locations of important buildings.
- Considerable knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Good knowledge of supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration procedures.

of police administrative organization, operation, identification and investigation; considerable knowledge of the operating procedures of the Police Department and limitations upon departmental authority; good knowledge of Municipal State and Federal criminal and related laws, ordinances and codes.

- Ability to plan, assign, supervise, and review the work of subordinate personnel; ability "Ability to establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Ability to comprehend and analyze highly complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Ability to plan, assign, direct, and inspect work of subordinate supervisors and other personnel firmly and impartially.to establish and maintain effective working relationships with public officials, fellow workers, and the general public.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.

- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties..
- Occasional Skill in the use of firearms; skill in the operation of a motor vehicle.vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications:

Education and Experience: Equivalent to a combination of 75 undergraduate college semester hours towards an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus six (6) years of experience as a commissioned police officer with the El Paso Police Department, including two (2) years as a Police Sergeant.

Licenses and Certificates:

- Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

Human Resources Director

Police Chief

Director of Personnel

Department Head

Public Safety Branch
Police Group
Police Administration Series

POLICE LIEUTENANT

06/04 (JAS)

General Purpose:

Under direction, perform second level supervisory functions as head of an assigned police section, or provide other professional individual contributor commissioned law enforcement services as required.

Typical Duties:

Responsibly develop, coordinate and evaluate designated ongoing patrol, investigation or support by subordinate units commonly headed by Police Sergeants or other first level supervisors, or carry out delegated complex operational or administrative public safety project management functions. Involves: Plan, generally oversee and control person and property protection, traffic regulation and safety, or other uniform operations on an assigned shift, a detective detail engaged in investigating and apprehending violators of crimes such as homicide, burglary and robbery, narcotic offenses, vice or vehicle theft, or criminalistic, auxiliary or patrol support, airport detail, homeland security, special project and grants, or other public safety services. Serve as detective division executive lieutenant, as assigned. Direct and review preparation of cases for court. Give testimony at trials and hearings. Establish rapport and confer with public groups and individuals in person and by telephone to listen to, identify and resolve law enforcement grievances or problems, and consult social service agencies and civic organizations to ascertain community public safety needs. Provide information and advise on City code and other laws in response to inquiries; and interpret department rules, regulations and policies for employees and the public. Cooperate with County, State and Federal law enforcement agencies in apprehending and detaining wanted persons or criminals, recovering stolen property, and in other matters of mutual interest. Advise and assist other police officers in law enforcement investigations, and personally participates in more difficult cases. Analyze and recommend acquisition of or improvements to equipment and facilities. Participate in evaluation and development of department programs, policies and procedures, and in preparation and administration of department budget affecting operations or services for which accountable.

Perform, as qualified, expert uniformed Police Officer or Police Detective functions that includes modifying standard practices, adapting precedents and establishing validity of approach in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

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Knowledge, Abilities and Skills:

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- Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
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- Ability to communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Ability to comprehend and analyze highly complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Ability to plan, assign, direct, and inspect work of subordinate supervisors and other personnel firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
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- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
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- Occasional vigorous physical demands common to duties of a Police Officer.

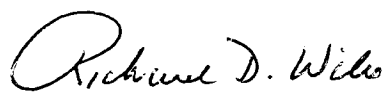
Minimum Qualifications:

Education and Experience: Equivalent to a combination of 75 undergraduate college semester hours towards an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus six (6) years of experience as a commissioned police officer with the El Paso Police Department, including two (2) years as a Police Sergeant.

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Human Resources Director


Police Chief